

608.6.A Parent and Student Handbook

Mandatory Items

The following topics are required, through policy, to be included in the annual Parent and Student Handbook for each school:

- Mission, Vision
- Student programs
- School Year Calendar
- Attendance procedures
- Course challenge procedures, if applicable
- Fees/Levies
- Discipline
- Student assessment
- Appeal procedures
- Co-curricular programs
- Student services
- Administration of medication
- Use of technology policies and procedures
- School policies and procedures
- Search and seizure of school or student property
- School Council information, including the governance model
- Hours of operation of the school office
- Appropriate contact persons for particular concerns
- VTRA fair notice

Optional Items

In addition to the prescribed items, schools may wish to consider the following items when developing a handbook for use of parents and students. It is expected that each school will develop a handbook which reflects the individual nature of their programs and procedures; the following list is not meant to be prescriptive.

Sample Table of Contents

Introduction

- History
- School District's goals
- School philosophy, mission, vision
- Staff list
- Calendar
- Fees

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Curriculum

- General
- Options
- Special programs
 - Gifted
 - Swimming/skating
 - Theme V of the Health Program
 - Field trips/outdoor education
- Assessment and reporting
- Promotion policy
- Course challenge procedures
- Course transfer procedures
- Appeal procedures
- Co-curricular programs
- Use of technology
- School supplies
- Gym clothing and footwear
- Awards

Student Services

- Counsellors/Advisors
- School Health Nurse and School Resource Officer
- Administration of medication/personal care
- Library
- Lockers
- Bussing
- Insurance
- Telephone
- Lunch room
- Lost and found

Policies and Procedures

- Attendance
- Announcements
- Student conduct and discipline
- Student dress
- Fire drill
- Registration
- Transfers/change of address
- Leaving school grounds
- Supervision
- School and District fees

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- Parking/bicycles
- Smoking
- Student medical problems
- Emergencies/illness

Other

- Student Council
- Student publications
- Photographs
- Assemblies
- Special events/dances
- School spirit
- School Patrol
- Parent involvement/role
- School Council
- Inter-scholastic programs (IB, AP, Heritage Fair, Science Sizzle, etc.)

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